MT. DIABLO
UNIFIED SCHOOL DISTRICT

Purchasing & Warehouse Department
2326 Bisso Lane, Concord, CA 94520
(925) 825-7440, Ext. 3740

ADDENDUM #1 - REVISED BID PACKAGE & PRICING SHEET

RFB #1970 – 2026 District-Wide Grocery, Frozen, and Bakery Items

Date: April 17, 2026

To: All Prospective Respondents

From: Elizabeth McClanahan, Director of Purchasing & Warehouse
Mt. Diablo Unified School District

NOTICE TO ALL RESPONDENTS SUBMITTING RFBs FOR THIS WORK:
You are hereby notified of the following changes, clarifications, or modifications to the original Request for Bid (RFB), scope of services, and any related exhibits or attachments. This Addendum shall supersede the original RFB and any previous Addenda where it conflicts with the same and shall take precedence over anything to the contrary contained therein. All other terms and conditions remain unchanged.

It is the responsibility of the **Bid Respondents** to notify all subcontractors, consultants, or other parties from whom bids, quotations, or support are obtained of all changes issued through this Addendum.

Receipt of this Addendum shall be acknowledged by inserting the Addendum number and date on the RFB acknowledgment form or in the manner specified in the RFB.

CONFORMANCE WITH RFB REQUIREMENTS
All services provided shall be in strict conformance with the RFB, including the scope of services, specifications, requirements, and conditions as applicable to services of a similar nature.

REVISIONS (R) / CLARIFICATIONS TO THE RFB DOCUMENTS:

Q#1	Are you able to provide me with Exhibit A- Delivery Locations?	A and R #1	Revised Bid Package attached and incorporated into this RFB. Includes missing **Appendixes and Exhibits and a REVISED Pricing Sheet**. Please use this bid package for your response. Thank you

PURCHASING & WAREHOUSE DEPARTMENT
2326 Bisso Lane, Concord, California 94520

REQUEST FOR BIDS

#1970

2026 District-Wide Grocery, Frozen, and Bakery

FOR

MT. DIABLO UNIFIED SCHOOL DISTRICT

DATE DUE: April 23, 2026 10:00 a.m.

Mt. Diablo Unified School District
NOTICE FOR REQUEST FOR BIDS
RFB #1970 – 2026 District-Wide Grocery, Frozen and Bakery

The Mt. Diablo Unified School District ("**District**") is requesting submission of Request for Bids ("RFB") from qualified firms, partnerships, corporations, associations, persons, or professional organizations ("**Firm(s)**") **for RFB #1970 – 2026 District-Wide Grocery, Frozen & Bakery for Mt. Diablo Unified School District.** RFB #1970 applicant(s) may be selected as a pool for this RFB.

RFB documents and specifications may be reviewed and/or downloaded from the Mt. Diablo Unified School District Website. Go to Departments, Business Services, Purchasing & Warehouse, Bidding & Auction Information Tab. The IP address is as follows: https://mdusdorg.finalsite.com/departments/business-services/purchasing-warehouse/bid-information/non-construction-bids.

Interested companies are invited to submit their original Bids as described below to: **Mt. Diablo Unified School District, Attn: RFB #1970, Purchasing Department, 2326 Bisso Lane, Concord, CA 94520.** Facsimile (Fax) and digital copies of Bids will NOT be accepted.

This request is a formal request for bids, but is not an offer by the District to contract with any firm responding to this RFB. **The District will select one or more firms to provide District Wide Grocery, Frozen, & Bakery items.**

Sealed Bids must be received by 10:00 am, Thursday, April, 23, 2026. Submittals received after this date and time will not be accepted by the District. There will be no public bid response opening on this RFB.

The District reserves the right to waive any informalities or irregularities in received submittals. Further, the District reserves the right to reject any submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. The District retains the sole discretion to determine issues of compliance and to determine whether a respondent is responsive, responsible and qualified.

Dr. Adam Clark, Board Clerk

Publication: Contra Costa Times
Advertising Dates: March 16 and 23, 2026

REQUEST FOR BIDS
RFB #1970
2026 District-Wide Grocery, Frozen and Bakery Items

1.0 Overview of Request for Bids

1.1 Publication of Request for Bids

Mt. Diablo Unified School District ("MDUSD" or "District") is issuing this Request for Bids ("RFB") to solicit bids from qualified bidders to provide grocery, frozen and bakery products for the school meal program.

As used in this RFB, the following words have the meanings assigned to them herein.

"Contractor." Contractor refers to the entity who the District selects for award of contract pursuant to this RFB and with whom the District successfully negotiates the terms of an agreement.

"Key Personnel." Key Personnel refers to the individuals who will perform essential roles in establishing, coordinating, and delivering the services requested under this RFB.

"Bidder." The Bidder refers to any entity submitting a response to this RFB. Also referred to as Respondent.

"Submittal." The Submittal refers to a response package submitted in response to this RFB. Also referred to as Statement of Bids or Bid.

1.2 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

Milestone	Weekday	Date
Issue Date, Document Posting (MDUSD Website), and First Advertising Run Date	Monday	March 16, 2026
Second Advertising Run Date	Monday	March 23, 2026
Pre-Bid Question Submission Deadline	**Wednesday**	**April 15, 2026**
Question & Answer Posting (Response)	Friday	April 17, 2026
Bids Due (by 10:00 AM)	**Thursday**	**April 23, 2026**
Board of Education Approval Date (Anticipated)	Wednesday	May 13, 2026
Contract Start Date (Anticipated)	Wednesday	July 1, 2026

2.0 General Information

2.1 Overview of the District

The Mt. Diablo Unified School District serves nearly 30,000 students at over 50 schools in the communities of Concord, Pleasant Hill, Clayton, Bay Point, Pittsburg, and parts of Walnut Creek, Martinez, and Lafayette. MDUSD is committed to ensuring high-quality education for all students and providing innovative programs that prepare them for success in college, career, and life.

2.2 Overview of Food & Nutrition Services

Food & Nutrition Services serves over 27,000 meals per day, including Breakfast, Lunch, Snack and Supper. Our Department operates 45 Cooking Kitchens, 1 Central Kitchen, and 1 Warehouse. We prioritize fresh food, scratch cooking, and culturally relevant menu items.

2.3 Background and Statement of Service Need

The vendor will work with Food & Nutrition Services to deliver a wide range of grocery, frozen, and bakery items needed for the school meal program. The vendor will deliver to the Central Warehouse and Central Kitchen on an as needed basis. Fresh bakery items will be delivered on a biweekly basis to the Central Warehouse, Central Kitchen, and five District High Schools.

3.0 Scope of Work and Requirements

3.1 Scope of Work

Below are the details of the service expectations from the successful Bidder upon receiving the award for this RFP. Successful Bidder must understand and agree to the following levels of service if they are to enter into an agreement with Mt. Diablo Unified School District. It is very important that the Bidder understands that the District's Grocery, Frozen and Bakery RFP not only includes the purchase of food products, but includes service/delivery expectations that must be agreed to prior to entering into this agreement.

This is a one (1) year RFP from July 1, 2026 through June 30, 2027, with the possibility of two (2) one-year extensions, July 1, 2027-June 30, 2028 and July 1 2028-June 30, 2029.

- All products specified will be purchased from the successful Bidder select. The District reserves the right to add or remove as necessary due to school demand.

- This proposal is for up to two times a week delivery.
- District will place orders for specific amounts of products on a weekly basis. District and Bidder will work together to determine the order schedule. Online ordering system is preferred. Bidder will provide District with a point of contact available Monday-Friday during business hours.
- Bidder, by submitting a RFP, shall specify product size, case count, and tie height pallet specifications. Containers must be sealed, labeled with product name, shelf life/best if used by date and storage requirements. Bidder shall include Product Formulation Sheets, Nutritional Analysis and Ingredients list which must be acceptable to the Food & Nutrition Services Department.
- Advanced approval by Food and Nutrition Services Department Warehouse and Operations Manager or Designee must be obtained prior to substitutions being made. Items substituted must be priced as the same as the item the District would normally receive.
- Annually, the successful Bidder shall submit a complete listing with usages of all products purchased by the District.
- All invoices and statements shall be sent to: Mount Diablo Unified School District, Attention: Food and Nutrition Services, 2330 Bisso Lane, Concord, CA 94520.
- The District reserves the right to add or delete product; increase or decrease amounts; add or delete site locations.
- Failure to meet these specifications shall entitle the District to cancel the contract with 30 day notice.

Deliveries

- Any products delivered which are damaged, crushed or questionable will be refused or shall be replaced immediately upon notification.
- Bidder shall arrange a predetermined time for deliveries to the Central Warehouse by contacting the **Food Warehouse Supervisor at 925-682-8000, ext. 3772.**
- Bidder and District will work together to set up a delivery schedule for the Central Kitchen and High Schools.
- All pallets are to be picked up at the time of the next delivery.
- All delivery tickets must be signed for by the authorized Warehouse Manager or Kitchen Lead Worker on site. Missed deliveries and/or shortages of delivery are unacceptable.
- Deliveries must be made in a clean and sanitary truck. A lift gate and pallets may be needed for large loads.
- Deliveries will be accepted during operational hours only. Attached and incorporated hereto as ***Exhibit A - Delivery Locations***.
- A duplicate of the signed invoice ticket shall be left at the delivery location at the time of the

delivery. An itemized monthly statement must be sent to the District's Food and Nutrition Services Department. Quantities, item descriptions, unit prices and extended amounts must be shown on each invoice; this shall apply to all credits (credits must reference original invoice number and date received). The person receiving shall sign invoices and credits.

- **Substitutions: Any substitutions need to be preapproved before delivery.** Contact Food Services Warehouse and Operations Manager for substitution of items is: 925-825-7440 ext. 3772. Product specifications are based on pack sizes currently in use. Alternate pack sizes may be accepted when pack size specified is not available. If proposing an alternate or "generic" item, please quote it in addition to the (brand requested) if possible. In any case, the District will be the sole judge as to whether the proposed products are, in fact, substantially equal to the specifications set forth herein and whether such deviations are acceptable to the District.
- The successful vendor shall take all necessary precautions as to not damage District premises or property when delivering food items. In case of damage, Vendor shall make proper restitutions.
- Delivery Time/Prices. Prices must be quoted on the basis of F.O.B. to place of delivery ("F.O.B. Destination") as designated on the District purchase order. All prices are to be considered guaranteed prices and are not to be changed. Actual delivery of goods shall be coordinated with the District Office but shall not exceed the specified delivery time as provided by the Bidders on the RFP form. The District may reject all RFPs (regardless of price) that fail to meet delivery requirements.
- No deliveries shall be made prior to the issuance of a purchase order. Purchase orders will be issued at a reasonable time in advance of the expected date of delivery of product/service. The District reserves the right to reject any delivery made before the issuance of a purchase order at the sole cost of the vendor.
- Payment. Every attempt will be made to pay invoices within thirty (30) days of receipt of materials (NET 30). **Invoices** are to be rendered **on or after delivery** of merchandise. The District will make payments of $1/12^{th}$ of the contracted amount per month. The District reserves the right to withhold payment until all items on purchase order have been received in good condition.
- All materials delivered or correspondence related to a purchase order shall clearly show the item number specified on the individual District's purchase order, the purchase order number, and be marked as to contents including quantity. Failure to comply will result in the District's refusal of acceptance of the materials.

4.0 Bid Format, Content, and Submission

Bidders shall abide by these format, content, and submission requirements and procedures. The District reserves the right to reject any Bids that fail to meet these requirements and procedures.

4.1 Bid Format

4.1.1 Proposed Fees for Services

Bidders should download and use the ***Pricing Sheet (Appendix A)*** to present their fee bid. ALL PRICES AND FEES ARE TO BE FIRM FOR THE INITIAL TERM OF THE CONTRACT.

4.1.2 Reference Checks - Release of Liability

Bidders should download, complete, and submit all the required information in the ***Reference Check Form (Appendix C)***. The references will be asked to verify Bidder's experience, including length and level.

4.2 Bid Submission

A. Preparation of RFBs. RFB's must be submitted in ink or typewritten. Signature on RFB's must be in **wet ink (blue ink)** to be considered acceptable. Prices should be stated in units specified hereon. **RFB Bidders are requested to submit their pricing on the RFB forms provided in excel format**. Each RFB must be submitted in a separate ***sealed envelope*** with the RFB number on the outside, vendor name, and must be submitted to the Purchasing/Warehouse Department of the Mt. Diablo Unified School District at the time and date specified. Fax or other electronic delivery of RFBs is not acceptable. Bids received other than through hardcopy (mailed or delivered) after the due date and time shall not be accepted.

B. Documents Required for Bid Opening:

- ☑ **Bid Document**
- ☑ **Appendix A - Pricing Sheet**
- ☑ **Appendix B - Questionnaire**
- ☑ **Appendix C - Reference Check Form**
- ☑ **Appendix D - Noncollusion Declaration**

5.0 District's Evaluation / Selection Process

5.1 Overall Evaluation Process

Category	Evaluation Criteria	Points
Price	Lowest Total Bid Price will receive the full 60 points. Higher Total Bid Prices will receive proportional points based on the difference between their total Total Bid Price and the Lowest Total Bid Price. Example: Lowest Bid price is $1000 and Bid Price is $1200; Price is 20% higher than Lowest Total Bid Price, therefore 20% of points are deducted for a total of 48 points. Total Bid Price will be calculated as follows: (Sum of all prices x the estimated product quantities on the Pricing Spreadsheet) = Total Bid Price	60
References	Ability to provide 3 K12 references that verify the overall quality of Vendor's products and services will receive 20 points. Ability to provide 2 K12 references that verify the overall quality of Vendor's products and services will receive 15 points. Ability to provide 1 K12 references that verify the overall quality of Vendor's products and services will receive 10 points. Inability to provide any K12 references that verify the overall quality of Vendor's products and services will receive 0 points.	20
Competence & Experience	20 points will be awarded using the Questionnaire responses in the K-12 Experience and Leadership Section. A proportional amount of points will be awarded based on the percent of desired responses provided; for example, if 50% of Questionnaire responses are acceptable, 10 points will be awarded.	20

Sustainability	10 points will be awarded using the Questionnaire responses in the Sustainability Section. A proportional amount of points will be awarded based on the percent of desired responses provided; for example, if 50% of Questionnaire responses are acceptable, 5 points will be awarded.	10
Ordering & Deliveries	10 points will be awarded using the Questionnaire responses in the Ordering and Deliveries Section. A proportional amount of points will be awarded based on the percent of desired responses provided; for example, if 50% of Questionnaire responses are acceptable, 5 points will be awarded.	10
		120 TOTAL

This section describes the District's criteria for analyzing and evaluating the Bids. Submittals received in response to this RFB will be evaluated based on the criteria listed above.

6.0 Contract Award

The District, at its sole discretion, may award contracts to a pool of qualified vendors to provide the required services. Contract awards, if any, will be based on the responsiveness and responsibility of bidders.

The selection of any bid shall not imply acceptance by the District of all terms of the bid, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the District, in its sole discretion, may terminate negotiations with the highest ranked bidder and begin contract negotiations with the next highest ranked bidder. The selected bidder will be required to enter into a contract substantially in the form of the Organization/Professional Services Agreement, attached hereto as ***Appendix E "Form of Contract"***. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFB shall have an initial term of one (1) year. In addition, the District shall have two options exercisable at its sole discretion, to extend the term of the contract for a period or periods of up to one year each. The maximum contract period shall not be more than three (3) years.

7.0 Terms for Receipt of Bids

7.1 Errors and Omissions in RFB

Bidders are responsible for reviewing all portions of this RFB. Bidders are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFB. Any such notification should be sent by email to **Elizabeth McClanahan, Director of Purchasing & Warehouse, mcclanahane@mdusd.org** promptly after discovery, but in no event later than **4:00 P.M. (PST) on April 15, 2026**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR RFB #1970 - 2026 District-Wide Grocery, Frozen and Bakery Items.** Modifications and clarifications will be made by addenda as provided below.

7.2 Questions and Objections Regarding the RFB

Any questions and/or objections concerning the substance of this RFB including the Scope of Work, requirements, and evaluation criteria must be submitted, in writing, via email to **Elizabeth McClanahan, Director of Purchasing & Warehouse, mcclanahane@mdusd.org** by **4:00 P.M. (PST) on April 15, 2026**. Any questions concerning the RFB process shall be submitted no later than five (5) working days prior to the bid due date to the same email address. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state: **RFB #1970 2026 District-Wide Grocery, Frozen and Bakery Items.** Bidders who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a "Questions and Answers" document will be developed from all submitted questions and posted on the District's Contracts Opportunities portal. It is the responsibility of the Bidder to check the portal for the Questions and Answers document and any addenda.

7.3 Change Notices

The District may modify the RFB, prior to the bid due date, by issuing an addendum, which will be posted on the District's Contracts Opportunities Portal. Bidders shall be responsible for ensuring that their bids reflect any and all RFB addenda issued by the District prior to the bid due date regardless of when their bid is submitted. Therefore, the District recommends that

Bidders visit the portal frequently, particularly during the run up to the bid due date, to determine if they have downloaded any and all addendum/addenda and documents.

Submission of a bid signifies that the proposed services and fees/cost are valid for 120 calendar days from the bid due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

7.4 Revision of Bid

A bidder may revise a bid on the bidder's own initiative at any time before the deadline for submission of bids. The bidder must submit the revised bid in the same manner as the original. A revised bid must be received on or before the bid due date. In no case will a statement of intent to submit a revised bid, or commencement of a revision process, extend the bid due date for any bidder.

At any time during the bid evaluation process, the District may require a bidder to provide oral or written clarification of its bid. The District reserves the right to make an award without further clarifications of bids received.

7.5 Errors and Omissions in Bid

Failure by the District to object to an error, omission, or deviation in the bid will in no way modify the RFB or excuse the bidder from full compliance with the specifications of the RFB or any contract awarded pursuant to the RFB.

7.6 Financial Responsibility

The District accepts no financial responsibility for any costs incurred by any bidder in responding to this RFB. Submissions of the RFB will become the property of the District and may be used by the District in any way deemed appropriate.

7.7 Reservation of Rights by the District

The issuance of this RFB does not constitute an agreement by the District that any contract will actually be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, bid, or bid procedure.
- Reject any or all bids.
- Reissue a Request for Bids.
- Prior to submission deadline for bids, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or

requirements for any materials, equipment, or services to be provided under this RFB, or the requirements for contents or format of the bids.

- Procure any materials, equipment or services specified in this RFB by any other means; or
- Determine that no project will be pursued.

7.8 No Waiver

No waiver by the District of any provision of this RFB shall be implied from any failure by the District to recognize or take action on account of any failure by a bidder to observe any provision of this RFB.

8.0 Protest Procedures

8.1 Protest of Contract Award

Within five (5) working days of the District's issuance of an Opening Summary and/or Notice of Intent to Award the contract (posted on the District Bidding Website), the next highest ranked Bidder may submit a written notice of protest if it believes that the District has incorrectly selected another bidder for award. Such notice of protest must be received by the District on or before five (5) working days after the District's issuance of the Opening Summary and/or Notice of Intent to Award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Bidder, and must cite the law, rule, local ordinance, procedure, or RFB provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

8.2 Delivery of Protests

All protests must be received by their respective due dates. Protests must be delivered via email to mcclanahane@mdusd.org. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **RFB #1970 2026 District-Wide Grocery, Frozen and Bakery Items.** Protests sent by any means or format other than as specified here or that are not received before their respective due dates will not be considered.

EXHIBIT A - Delivery Locations

RFB# 1970 - 2026 District-Wide Grocery, Frozen, and Bakery

CENTRAL FOOD WAREHOUSE

Central Food Warehouse 2330 Bisso Lane, Concord, CA 94520

925-682-8000 ext. 3770

Delivery days will be Monday through Friday, 4:30 a.m. to 11:30 a.m.

CENTRAL KITCHEN

Central Kitchen 1266 San Carlos Ave, Concord, CA 94518

925-682-8000 ext. 7312

Delivery days will be Monday through Friday, 5:30 a.m. to 12:30 p.m.

HIGH SCHOOLS (Fresh Bakery Items Only)

Concord High School	4200 Concord Blvd., Concord, CA	925-682-8000 ex. 3336
Mt. Diablo High School	2450 Grant St, Concord, CA	925-682-8000 ex. 3442
Northgate High School	425 Castle Rock Rd, Walnut Creek, CA	925-682-8000 ex. 3540
College Park High School	201 Viking Dr, Pleasant Hill, CA	925-682-8000 ex. 3236
Ygnacio Valley High School	755 Oak Grove Rd, Concord, CA	925-682-8000 ex. 3643

Delivery days will be Monday through Friday, 6:30 a.m. to 1:30 p.m.

Appendix A - REVISED Pricing Sheet

RFB# 1970 - 2026 District-Wide Grocery, Frozen, and Bakery

****See Pricing List Spreadsheet on MDUSD website for RFB# 1970:**
https://www.mdusd.org/departments/business-services/purchasing-warehouse/bid-information/non-construction-bids. (direct link to sheet: https://www.mdusd.org/fs/resource-manager/view/8c0c4d0d-96fd-4cbd-9635-170c5984bfa3

Complete Pricing List and submit with this Proposal, and email a copy of the spreadsheet to Elizabeth McClanahan (mcclanahane@mdusd.org).

Addenda Acknowledgement. Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
☐ Or check here if **no** addenda were issued.	

Dated this _____ day of _____20____

Name of Bidder (Company) _____

Type of Organization _____

By (Signature) _____

Name of Signer_____

Title of Signer _____

Full Address of Bidder _____

Taxpayer's Identification No. of Bidder _____

Telephone Number _____

E-mail Address _____

If Bidder is a corporation, affix corporate seal.

Name of Corporation:_____

President: _____

Secretary: _____

Treasurer:_____

Manager:_____

End of Section

Appendix B - Questionaire

RFB# 1970 - 2026 District-Wide Grocery, Frozen, and Bakery

(Please answer the below questions - you may attach additional pages if necessary)

1. **Ordering and Deliveries:**
    a. Do you require a minimum order for deliveries? If Yes, please describe.

    b. What is your procedure for notifying customers of shortages or substitutions?

    c. What lead time do you require for orders to guarantee a 95% fill rate?

    d. What is your procedure for notifying customers of a recall?

    e. Please briefly describe your company's order system below. **Please attach a training guide or screen shot of your system to this form.**

2. **K-12 Experience and Leadership:**
    a. Please describe your company's experience working with Public K-12 School Districts, including the number of districts served and length of time working with these districts.

    b. What strategies or systems, if any, does your company employ to meet the needs of Public K-12 School Districts?

c. Has your company backed out of a distribution contract with a K12 school district midyear in the last 2 years? If Yes, please provide an explanation.

d. Has your company defaulted or been replaced at the will of a K12 school district in the last 2 years? If Yes, please provide an explanation.

e. Please describe your core leadership team and their experience working with the K-12 market. Resumes may be attached to this form, but are not required.

f. How does your company track and catalog Product Formulation Statements and Child Nutrition Labels? How do your customers access these documents – online, as part of your order system, or via email?

g. How does your company track and catalog Buy American Provision documentation? How do your customers access these documents – online, as part of our order system, or via email? Are you able to pull a report to summarize all purchases that do or do not meet Buy American Provision requirements?

3. <u>Sustainability:</u>

a. Please briefly describe your company's sustainability commitments, policy, or actions. If you have a formal sustainability policy or statement, please attach it to this form.

b. Does your company work with local (Northern California) family owned companies? If so, what products do you source and in what volume? What percentage of your overall product offering comes from within California?

c. What strategies does your company employ to procure animal products raised without the use of non-therapeutic antibiotics at affordable prices?

d. MDUSD is committed to ongoing school meal improvement. What strategies will your company employ to assist MDUSD with this work? How have you worked with other Districts in the past to procure high quality regional food items at a reasonable cost?

e. Are you able to provide velocity reports that show the following information? If so, please attach an example.

   i. Time period of purchase
   ii. Farm/manufacturer/brand name
   iii. Production location at the city level
   iv. Vendor and/or manufacturer code
   v. Product description
   vi. Pack size
   vii. Quantity and unit of measurement
   viii. Unit price
   ix. Total spend on item
   x. Weight, in pounds, per item
   xi. Total weight, in pounds

Appendix C - Reference Form

RFB# 1970 - 2026 District-Wide Grocery, Frozen, and Bakery

Reference #1

Name and Title:_____

Organization:_____

Phone Number: _____

Email: _____

Number of years you have been serving this customer:_____

Is this a K12 School District? YES NO

Reference #2

Name and Title:_____

Organization:_____

Phone Number: _____

Email: _____

Number of years you have been serving this customer:_____

Is this a K12 School District? YES NO

Reference #3

Name and Title:_____

Organization:_____

Phone Number: _____

Email: _____

Number of years you have been serving this customer:_____

Is this a K12 School District? YES NO

Appendix D - NONCOLLUSION DECLARATION

RFB# 1970 - 2026 District-Wide Grocery, Frozen, and Bakery

Public Contract Code § 7106

TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:

I am the _____ [PRINT YOUR TITLE]

of _____ [PRINT FIRM NAME],

the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on the following date:

Date: _____

Name of Contractor: _____

Signature: _____

Print Name: _____

Title: _____

*****END OF BIDDING DOCUMENTS*****

Appendix E - Insurance Requirements

INSURANCE REQUIREMENTS

Without in any way limiting Service Provider's liability pursuant to the "Indemnification" section of this Agreement, Service Provider must maintain in force, during the full term of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Service Provider, his or her agents, representatives, employees or subcontractors.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

Commercial General Liability: Written on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than two million dollars ($2,000,000) per occurrence, and a four million dollar ($4,000,000) aggregate. **Mount Diablo Unified School District, its Board, officers, officials, employees, and volunteers shall be named as additional insureds with respect to liability arising out of the services performed by or on behalf of the Service Provider under this Agreement.** The policy shall contain a severability of interest provision that must apply for the additional insureds, ensuring that Service Provider's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policies' limits.

Automobile Liability: With limits of no less than one million dollars ($1,000,000) per accident, combined single limit for bodily injury and property damage, including owned, non-owned and hired automobiles. If Service Provider has no owned autos the policy may be limited to cover hired and non-owned autos only. A waiver of the Automobile liability insurance requirements may be requested by Service Provider provided that Service Provider will not use any automobiles in the performance of this Agreement. The parties understand and agree that the District shall rely upon the representations that the Service Provider shall make in any such waiver.

Workers' Compensation: As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than one million dollars ($1,000,000) per accident for bodily injury or disease.

Umbrella or Excess Insurance: Any Umbrella or Excess insurance shall apply on a primary and noncontributory basis for the benefit of the District, before the District's own primary insurance or self-insurance shall be called upon to protect it as a Named Insured. Excess policies of insurance shall be as broad as, and follow the form of the underlying (primary) insurance.

If Service Provider maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Service Provider. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Service Provider hereunder.

Sexual Molestation and Abuse Liability Insurance. Contractor shall procure and maintain, during the life of this Contract, sexual molestation and abuse insurance. Contractor shall require its Subcontractor(s), if any, to procure and maintain sexual molestation and abuse insurance for all employees of Subcontractor(s). Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by Contractor's insurance. If any class of employee or employees engaged in Work under the Contract, on or at the Site of the Project, are not covered under the sexual molestation and abuse insurance, Contractor shall provide, or shall cause a Subcontractor to provide, adequate insurance coverage to cover any employee(s) not otherwise covered before any of those employee(s) commence work.

OTHER INSURANCE PROVISIONS

Primary and Noncontributory: For any claims related to this Agreement, Service Provider's insurance coverage shall be primary insurance coverage. Any insurance or self-insurance maintained by the District shall be excess of the Service Provider's insurance and shall not contribute with it.

Transfer of Rights of Recovery against Others to Us (Waiver of Subrogation): Service Provider hereby grants to the District, a waiver of any right to subrogation which any insurer of said Service Provider may acquire against the District, its Board, officers, officials, employees, and volunteers by virtue of the payment of any loss under such insurance. Service Provider shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its Board, officers, officials, employees, and volunteers have received a Transfer of Rights of Recovery against Others to Us endorsement from the insurer(s).

Acceptability of Insurers: Unless otherwise acceptable to the District , all insurance is to be placed with insurers authorized to conduct business in California with a current A.M. Best's rating of no less than A:VII, or approved by the Surplus Lines Association to do business in California.

Claims Made Policies: If any of the required policies provide claims-made coverage:

- The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
- Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
- If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Service Provider must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Service Provider to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Subcontractor Insurance: Should the Service Provider use any subcontractor(s) to perform services under this Agreement, Service Provider shall be responsible for ensuring that such subcontractor(s) procure and maintain insurance and limits appropriate to the nature and scope of services provided. Service Provider shall collect Certificates of Insurance evidencing coverage(s) and limits of insurance, and with the exception of Workers' Compensation and Professional Liability policies, the Service Provider and the District shall be included as additional insureds for all ongoing and completed operations of the subcontractor(s).

District's Right to Modify Insurance Requirements: District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Notice of Cancellation: No policy required to be maintained by Service Provider shall be canceled, nonrenewed, or materially altered without thirty (30) days prior written notice to the District, except where cancellation is due to the nonpayment of premium(s) in which event, ten (10) days prior written notice to the District shall suffice. For contracts in which the total compensation to the Service Provider is one million dollars ($1,000,000) or more, a policy endorsement is required to obligate Service Provider's insurance carrier to notify the District directly of policy cancellations.

Verification of Coverage: Prior to the commencement of services pursuant to this Agreement, Service Provider shall furnish the District with insurance certificates and amendatory endorsements for the Additional Insured and Primary and Noncontributory provisions, or copies of the applicable policy language evidencing the insurance coverage and limits required by this Agreement. The District reserves the right to require additional amendatory endorsements and complete copies of any policy(ies) required hereunder at any time. Acceptance of the Certificates of Insurance by the District does not relieve Service Provider of the insurance requirements, nor decrease the liability of Service Provider under this Agreement. It is the Service Provider's responsibility to ensure compliance with these insurance requirements. Any actual or alleged failure on the part of the District to obtain proof of insurance required under this Agreement shall not in any way be construed to be a waiver of any right or remedy of the District, in this or any regard.

Certificate Holder: **Mt. Diablo Unified School District**
1936 Carlotta Drive, Concord, CA 94519

Commercial General Liability	Includes: Bodily Injury, Property Damage, Personal & Advertising Injury, Product Liability and Completed Operations	$2,000,000 each occurrence; $4,000,000 general aggregate
Automobile Liability – Any Auto	Combined Single Limit	$2,000,000 per occurrence
Workers Compensation		Statutory limits pursuant to State law; $1M/$1M/$1M
Sexual Abuse / Molestation		$1,000,000 each incident; $2,000,000 policy limit

Appendix F - Contract Template

Attached separately on website:
https://www.mdusd.org/departments/business-services/purchasing-warehouse/bid-information/non-construction-bids